

Complete Contract List Explained

The **Complete Contract List** is a research tool to help you prepare for upcoming bidding opportunities. This list is provided in two formats, Excel and PDF. You can download, save, and sort the Excel spreadsheet in whatever manner works for you. (The “find” and “sort” features do not work online; you need to download the file to do this.) If you choose the PDF file, you can use the “find” tool in the Acrobat toolbar to search for words, dates, names, etc.



“Find” Tool

The list allows you to anticipate solicitations that might apply to your business in the near future. Once an Invitation to Bid is posted under the **Bids and Proposals** section of our Website, the deadline for responses can seem aggressive if you are not prepared. Reviewing the **Complete Contract List** allows you to be ready for the Invitation to Bid when it is posted.

Please keep in mind that this list is a starting point - all information is subject to change.

The needs of agencies change over time, which impacts the goods and services they require to complete their missions. Some contracts will be rebid, others won't, and the need for goods and services not on this list will arise. Reviewing the list of active bids on a regular basis is the best way not to miss a bidding opportunity.

The list contains the following information:

- The Contract Number, which identifies the contract in our system
- The state agency that requires the goods and services covered in the contract
- The team/division within Purchasing Operations that oversees the solicitation process for the contract
- The initials of the buyer who handled the contract (see the “Purchasing Buyers” tab on the spreadsheet for the names, phone numbers, and e-mail addresses that go with the initials; on the PDF version, use the “Bookmarks” on the left hand side to find the buyer list.)
- The name of the current vendor
- A brief description of the goods and services covered in the contract
- The value of the current contract
- The planned expiration date for the current contract. Contracts may or may not be rebid for any of the following reasons:
 - ▣ **Non-recurring contracts:** Some contracts will not be rebid because there will not be a future or ongoing need for the commodity or service.
 - ▣ **Delegated authority:** Contracts may be handled by departments other than Management & Budget due to delegated purchasing authority granted to them via statute, policy/procedure, or Memorandum of Understanding.
 - ▣ **Option years:** Most contracts include base years and option years. Base years are the number of years making up the initial contract period agreed to when the contract was executed (typically three to five years). Option years are additional years that might be negotiated into a contract, which could extend the contract term by one, two, or three years. Option years may or may not be exercised.

To determine when or whether a contract will be rebid, contact the buyer.

Vendors are encouraged to continue to review the list of active **Invitations to Bid** on a weekly basis.